

VRIS UPDATE

Confidentiality and Non-Agency Personnel Effective 6/17/2008 Number 162

SUMMARY OF UPDATES

Confidentiality and Non-Agency Personnel is a new chapter that provides guidance related to the use of student interns, volunteers, student workers, practicum students, SOS workers, or any other individual from outside the Agency who may have access to confidential client information. It also includes links to the three forms that need to be completed when non-agency personnel may have access to confidential client information.

The Confidentiality Agreement Instructions document is being removed from the Policy section of VRIS because the routing instructions are now on the Confidentiality Agreement form that was revised last year.

VRIS POSTING

The chapter is located at: VRIS: Main Menu: Program Manual: Administration: Personnel: Confidentiality and Non-Agency Personnel

TEAM COMMUNICATION

Supervisors are primarily responsible for requesting the use of non-agency personnel and should become familiar with this chapter. Also, if line staff are involved in providing training to or overseeing activities performed by non-agency personnel, it will be the supervisor's responsibility to assure that line staff are familiar with the contents of this chapter.

LEADERSHIP CONTACT

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